

# IMPORTANT INFORMATION - PLEASE READ CAREFULLY!

## YOUR MONITORING REPORT FORMS HAVE CHANGED!

There are important new changes in the way you report your data to the Department. These changes are discussed in this package which includes NEW reporting forms. We've also revised the Discharge Monitoring Report forms (DMRs).

It is important that you read all of the information that pertains to your permit as indicated below. This document is an addendum to the Discharge Monitoring Report Reporting Manual you have referenced in the past. It contains information necessary to implement a new data system and clarifies permitting /reporting questions not adequately addressed in the manual. More detailed information is available from the Division of Water Quality (DWQ) Web Page which can be accessed at: [www.state.nj.us/dep/dwq](http://www.state.nj.us/dep/dwq). If you have specific questions after reviewing your individual reporting forms, please contact your permitting bureau at the following phone numbers. Each of the enclosed forms indicates the permitting bureau responsible for generating the form and a contact phone number.

- Bureau of Point Source Permitting, Region 1: (609) 633-3869
- Bureau of Point Source Permitting, Region 2: (609) 292-4860
- Bureau of Nonpoint Pollution Control: (609) 633-7021
- Bureau of Pretreatment and Residuals: (609) 633-3823

### Why Have the Report Forms Changed?

The Department of Environmental Protection (DEP) has a new multimedia data management system called the New Jersey Environmental Management System (NJEMS). When this system is complete, New Jersey will have the first fully integrated environmental information system in the nation. This system will dramatically improve our management and access of the environmental data reported as well as the information generated within the DEP. NJEMS will also facilitate a multimedia focus and a watershed approach to water quality management. **The new system became operational for the New Jersey Pollutant Discharge Elimination System (NJPDES) program on July 1, 2000.**

### What Parts of this Document Should I Read?

- All permittees need to read the information on pages 1 through 4.
- Permittees that generate or handle residuals should read the entire document.

### Current Types of Reports

There are now three different types of reports as follows:

1. **The Discharge Monitoring Report (DMR)** form is generally used to record data for limited parameters. (The permit writer may choose to leave parameters that are not limited on the DMR, depending on the frequency of monitoring required.)
2. **The Waste Characterization Report (WCR)** form is used to record data for most “monitor and report only” parameters. Multiple WCR forms may be required based upon varying monitoring frequency.
3. **The Residuals Transfer Report (RTR)** form is used to track quantities of residuals (sludge) transferred inter- and intra- facility.

**Each permittee may be responsible for filing all three reports.** For example, some of the information reported on a DMR in the past, may now be required to be reported on a WCR. Unlike past procedures, these preprinted reporting forms will be generated based upon the monitoring period start date rather than the end of the monitoring period.

This package contains the instructions necessary to file these reports, however, only those preprinted reports applicable to your facility are enclosed. Blank forms can no longer be duplicated for submission, however, the new forms are single sheet rather than multi-part. Therefore, the facility must make a copy of the completed original form prior to submission of the document for record keeping purposes. **Note: only original DEP forms may be submitted; no alternative forms will be approved for submission.**

## Monitoring Report Submittal Form

**Each monitoring report type (DMR, WCR, RTR) will have its own Monitoring Report Submittal Form (old transmittal) for each monitored location. The signature block is on the Monitoring Report Submittal Form.**

1. The Monitoring Report Submittal Form for each type of report and each monitored location must always be signed and submitted. Any DMR, WCR or RTR submitted where the associated Monitoring Report Submittal Form is not received or is received unsigned by the principal executive officer/authorized agent will not be legally accepted or processed. Such a report will be treated as if no report was ever received.
2. If you check the "No Discharge this Monitoring Period" box on the Monitoring Report Submittal Form, indicating that there was no discharge during that monitoring period from that monitoring location, then the report forms themselves (DMRs etc.) do not need to be submitted for that particular monitored location and monitoring period. Only the Monitoring Report Submittal Form is required to be submitted.

## DMR Codes

Where a discharge has occurred and some or all of the monitoring/analysis was not performed at a monitoring location, the following codes may be entered at the parameter level in place of all analytical results in the row for quantity, concentration, and loading blocks on the DMR:

<b>Code = E</b>	Indicates situations of improper laboratory analysis, invalid measurement and/or test results. A statement should accompany such results from the laboratory and a copy must be sent to the appropriate enforcement bureau.
<b>Code = M</b>	Not Applicable During Sludge Monitoring Period
<b>Code = N</b>	Sample Not Required this Monitoring Period

**Code = NODI is not an acceptable code in the NJEMS system.** As noted above, a facility indicates "No Discharge" by checking the "No Discharge this Monitoring Period" box on the Monitoring Report Submittal Form.

## WCR Codes

Where a discharge has occurred and some or all of the monitoring/analysis was not performed at a monitoring location, the following codes may be entered at the parameter level in place of the analytical results, in the reported value column on the WCR.

<b>Code = E</b>	Indicates situations of improper laboratory analysis, invalid measurement and/or test results. A statement should accompany such results from the laboratory and a copy must be sent to the appropriate enforcement bureau.
<b>Code = M</b>	Not Applicable During Sludge Monitoring Period
<b>Code = N</b>	Sample Not Required this Monitoring Period

The following codes may be used when completing a WCR to clarify the analytical data reported, the code is to be entered in the Remark Code column. Note that some of these codes have been changed from those used in the past on well reports, etc.

<b>Code = B</b>	Value reported is a microbiological count which exceeds the acceptable range of accuracy for the analytical procedure.
<b>Code = J</b>	Value reported is from a sample where the holding time has been exceeded.
<b>Code = K</b>	Value reported was detected but is less than the limit of detection of the analytical procedure.
<b>Code = L</b>	Actual value is known to be greater than value reported.
<b>Code = T</b>	Actual value is known to be less than the value reported. Use when results of analysis is non-detection with the limit of detection of the analytical procedure as the value reported.
<b>Code = U</b>	Parameter was analyzed for, but not detected. Report the method detection limit. For the coliform group of bacteria the value reported indicates no positive growth.

## Certified Laboratory ID Number

The revised DMRs and the WCRs now require a permittee to report the laboratory certification identification numbers of the laboratory(ies) that performed the analyses for the parameters shown on the reporting forms for that particular monitoring period. Up to five individual laboratory identification numbers can be reported on either form. On DMRs, the identification numbers are to be filled in across the form, all in one row. On the WCRs they are to be reported in five separate rows vertically down the form.

## Units of Measurement

The units specified for each parameter number must be utilized. Substitution of units is not allowed. The person(s) preparing the report is responsible for all unit conversions (e.g. If a laboratory has reported the value in ug/l but the parameter on the form requires mg/l, the value must be converted to mg/l and reported in mg/l).

## Mandatory Monthly Reporting (MMR)

In accordance with N.J.A.C. 7:14A-6.5(d), a NJPDES permittee must revise its effluent monitoring and reporting frequency to monthly for one or more parameters for which the permittee is required to report less frequently than monthly, if the permittee: 1) reports a serious effluent violation, as defined by N.J.A.C. 7:14-8.2; or 2) fails to submit a completed Discharge Monitoring Report. Monthly monitoring shall begin the first month after the submission of the DMR or the month the permittee was required to submit the DMR which contains the serious effluent violation or omission. The permittee must continue the monthly monitoring and reporting until six consecutive monthly DMRs are submitted which show no serious effluent violations or omissions for the particular parameter at the particular discharge point.

### Notes:

1. NJPDES-SIU permittees that report a violation which triggers MMR and which resample pursuant to 40 C.F.R. Part 403 in the month following the monitoring period the violation occurred may use and report the repeat sampling data as part of the six consecutive monthly DMRs. This would essentially start the required six-month period one-month earlier than usual.
2. For whole effluent toxicity violations:
  - a. If a permittee has initiated the toxicity characterization phase of monitoring pursuant to N.J.A.C. 7:14A-13.17(a)4i because of two whole effluent toxicity violations and either one of the violations was defined as a serious violation in accordance with N.J.A.C. 7:14-8.2, then the permittee must comply with the MMR requirement of monthly monitoring and reporting until six consecutive monthly DMRs are submitted which show no serious effluent violations or omissions for WET in addition to complying with any other toxicity characterization monitoring requirements or toxicity reduction implementation requirements.
  - b. A minor facility that commences the toxicity characterization phase of monitoring and had also triggered MMR is required to perform monthly sampling and reporting for six consecutive months. Then, if necessary pursuant to N.J.A.C. 7:14A-13.17(a)4i(2), semi-monthly effluent monitoring must be conducted for the remaining additional

tests. Likewise, a permittee in MMR must report no serious WET violations for six consecutive months during the toxicity characterization phase before the permittee may return to the monitoring frequency for WET specified in the permit.

c. Permittees that sample pursuant to N.J.A.C. 7:14A-13.17(a)4i in the month following the monitoring period a WET violation occurred may use and report the sampling data as part of the six consecutive monthly DMRs required under MMR. This would essentially start the required six-month period one-month earlier than usual.

**Facilities that have been determined by the Water Compliance and Enforcement Element as having serious effluent or omission violations and are currently in Mandatory Monthly Report (MMR) status will continue to receive the old multi-part pre-printed DMRs generated by the old computer system.** This will also apply to any facility that enters MMR status based upon violations that occurred in June. The permittee must continue the monthly monitoring and reporting until six consecutive monthly DMRs are submitted which show no serious effluent violations or omissions for the particular parameter at the particular discharge point. At that point new DMRs will be issued from the NJEMS system.

**If you have questions regarding your MMR status, please contact your regional Water Compliance and Enforcement office.**

- **Central Enforcement Office:** Counties of Mercer, Middlesex, Monmouth, Ocean, and Union (609) 584-4200.
- **Northern Enforcement Office:** Counties of Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex, and Warren (973) 299-7592
- **Southern Enforcement Office:** Counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem (856) 614-3655

## **Water Quality Based Effluent Limitations**

The NJEMS DMRs now reflect the actual Water Quality Based Effluent Limitations (WQBEL) in the Permit Requirement boxes. However, compliance will still be determined based upon the quantitation levels (QL) in the actual permit should the WQBEL be established below the quantitation limit. This is a change from the old system where the DMRs reflected the QL rather than the limit.

## **NJPDES Stormwater Discharge Permits**

Facilities that are currently authorized to discharge stormwater to surface water and submit DMRs will now be required to also submit storm event information required by Part I, Subpart H. Stormwater Monitoring Requirements of their NJPDES permit, on DMR forms.

## **NJPDES Discharge to Ground Water Permits – Ground Water Monitoring Well Data**

Facilities that are currently required to submit ground water monitoring well results on “Ground Water Analysis – Monitoring Well Report” (Form VMX-015A, 15B, 16, and 17) will now report this data on the new WCR forms. The WCR forms will only contain reporting fields for parameters specifically required to be monitored in accordance with the permit.

## **Residuals Monitoring Reporting**

All facilities that generate or manage a domestic, industrial or potable water sludge or other residual must report in accordance with the attached Residuals Monitoring Reporting instructions.

# RESIDUALS MONITORING REPORT FORMS

## INSTRUCTION MANUAL UPDATE

The DMR Manual describes components of a self-monitoring program as stipulated by a NJPDES permit or as required by the Sludge Quality Assurance Regulations (SQAR). The required information has been typically reported to the Department primarily through the submission of a DMR. However, the Department is now introducing two new reporting forms to compliment the existing DMR. These new reporting forms are entitled the Waste Characterization Report (WCR) and the Residuals Transfer Report (RTR). How each of these forms are to be used and instructions for completing these forms for compliance with sludge management components of NJPDES permits and to fulfill the requirements of SQAR are outlined below.

In accordance with the Sludge Quality Assurance Regulations (N.J.A.C. 7:14C), **ALL** treatment works which generate a sludge are required to report information on the quantity of sludge removed. In addition, most generators are also required to report information on the quality of sludge removed. Examples of facilities that are required to report information on sludge removed for use or disposal include, treatment works designed to treat process wastewater at an industrial complex, domestic wastewater treatment plants, public water treatment plants, and septic systems which are regulated by a NJPDES permit. If your facility generates a sludge and has not received pre-printed forms for reporting sludge information, you must notify the Department immediately with the following information to determine if reporting is required.

- The name, location, and mailing address of the treatment works;
- The NJPDES permit number, if applicable;
- The percentage of total influent that is domestic wastewater and the percentage of the total influent that is industrial process wastewater;
- The operator's name, address, and telephone number;
- A description of residual use or disposal practices (including, where applicable, the location of any sites where sludge is transferred for treatment, use or disposal, as well as the name of any applicator or other contractor who applies the sludge to land); and
- The annual amount of sludge generated at the treatment works; the annual amount of sludge received from off-site sources; and, by each use or disposal method, the annual amount (in dry metric tons) of sludge removed.

For residual permit categories D, V, Z, 04, and E, the forms outlined below may not fulfill all of the reporting obligations of a NJPDES permit and SQAR. Therefore, a permittee must be sure to comply with all of the data collection, record keeping and reporting requirements specified in the NJPDES permit.

## Residuals Transfer Report (RTR)

**Introduction:** The Residuals Transfer Report (RTR) is designed to serve several functions. First, the RTR may be required to be completed by a general or individual NJPDES permit to track the inter- or intra-facility movement of sludge volumes for a transfer station, land application operation, or another treatment works which receives sludge from off-site sources. The RTR is also required by the Sludge Quality Assurance Regulations (SQAR) to be submitted by all sludge generators. Specifically, N.J.A.C. 7:14C-1.8(a)2 for domestic treatment works and N.J.A.C. 7:14C-1.9(a)2 for industrial treatment works, require the following information to be reported on an RTR:

1. The quantity of sludge removed to each ultimate sludge management alternative on a **wet basis** in gallons, cubic yards, and/or metric tons for the reporting period.
2. The New Jersey facility identification number under the Department's New Jersey Environmental Management System (NJEMS) for each ultimate sludge management alternative (see list attached).
  - a. If an ultimate sludge management alternative is located in New Jersey but has not been assigned an NJEMS facility identification number, the treatment works shall include on the RTR form the name of the

ultimate sludge management alternative and the applicable New Jersey Pollutant Discharge Elimination System (NJPDES), Air Pollution Control, or Solid Waste permit number.

- b. If an ultimate sludge management alternative is not located in New Jersey and has not been assigned an NJEMS facility identification number, the treatment works shall include on the RTR form the name and location of the out-of-state sludge management alternative, and the full address and telephone number of the appropriate permitting authority.

**Please note, for facilities that operate under the General NJPDES Residual Transfer Station Permit (Category ZG), the RTR replaces form RMS-19, and the new RTR form must be submitted to the Department.**

**Instructions:** Specific requirements for completing certain aspects of the RTR are identified below. The main part of the form consists of several lines under major headings. As many lines as needed must be completed by the permittee for each monitoring period. If no sludge is removed or received for the monitoring period, check "No Discharge this Monitoring Period" on the Monitoring Report Submittal Form and submit it. The entire RTR need not be returned. Only the Monitoring Report Submittal Form needs to be returned.

1. **Sent to:** For the applicable entry on the RTR, put an "x" in the box under this heading if the entry denotes sludge sent to a use or disposal operation. This heading is also used to denote intra-facility transfers such as from a storage tank to a land application field.
2. **Rec'd from:** For the applicable entry on the RTR, put an "x" in the box under this heading if the entry denotes sludge received from another generator for treatment or processing. This heading is also used to denote intra-facility transfers. Total quantities received from each off-site source in a monitoring period must be reported. Domestic septage may be totaled as one line item.
3. **Facility ID Number:** Enter the Department's New Jersey Environmental Management System (NJEMS) facility identification number for the use or disposal site, or the NJEMS facility identification number for the treatment works of the sludge received. A list of the most commonly used NJEMS Facility ID numbers are attached. This information will be periodically updated on the Division's website. When an NJEMS facility ID number is not available, follow the procedures outlined above.
4. **Amount transferred:** For the reporting period, indicate the total quantity of sludge removed for use or disposal separately for each ultimate management site, and/or the total quantity received for the monitoring period from each off-site source. Provide the appropriate **wet units** for the quantity reported (that is, gallons per month or year, wet cubic yards per month or year, wet metric tons per month or year). Separately report each type of sludge that is removed, transferred, or received.
5. **Monitored location:** This field is for intra-facility transfers only, such as from a storage tank to a land application field. Enter the 4 digit designator and description (i.e. D001 Field 1).
6. Common mistakes that have been noted on RTR reports include:
  - Reporting quantity information on a dry weight basis (e.g. dry metric tons). The RTR has been designed to report quantity information in wet units only.
  - Itemizing each load, or itemizing a daily total received from a specific source. The quantity received from each separate source should be totaled and one entry made for each specific source for the entire monitoring period. All domestic septage received for the monitoring period may be itemized as one line item.
  - For SQAR reporting purposes, sludge "received from" off-site sources, which is introduced at locations other than the head end of the treatment plant, **shall not** be included in the quantity reported as "sent to" use or disposal.
  - POTWs which operate on-site incinerators must report the quantity of sludge generated by their treatment works and removed for incineration as "sent to."

## Waste Characterization Report (WCR)

**Introduction:** The Waste Characterization Report (WCR) is designed to serve several functions with respect to reporting sludge monitoring information. For SQAR reporting purposes, the WCR is to be used for reporting sludge use and disposal information on a dry weight basis. The WCR for reporting information on sludge use or disposal replaces the DMR that domestic treatment works have been receiving for the past year. In addition, for domestic treatment works with a permitted wastewater flow greater than or equal to 1.0 mgd, the WCR will be used for reporting quality information on the annual priority pollutants in accordance with SQAR. The WCR may also be used for reporting certain aspects of a self-monitoring program for land application permits or other types of sludge information. How the WCR is to be used in these instances will be determined on a case-by-case basis by the permit manager upon issuance of a NJPDES permit. The columns labeled "Parameter", "Units", and "Sample Type" will be computer generated and pre-printed.

**Instructions:** Specific requirements for completing the WCR to report information on sludge use or disposal are outlined below.

1. If sludge is removed during the monitoring period, a minimum of four parameters must be completed as follows:

- Total amount of sludge removed (wet basis)
  - Total amount of sludge removed (dry basis)
  - Total amount of sludge removed by management method (dry basis). If only one management alternative is used during the monitoring period, then the quantity reported in this field would be the same as the total amount of sludge removed (dry basis).
  - Percent total solids
1. If no sludge is removed for the monitoring period, check "No Discharge this Monitoring Period" on the Monitoring Report Submittal Form (MRSF) and return the MRSF. The entire WCR does not need to be returned. Only the MRSF needs to be returned.
2. **Total amount of sludge removed (wet basis):** Report the total quantity of sludge removed for the month or year, as applicable. This information should coincide with the information reported on the RTR. For a wet basis, the amount of sludge removed may be reported in gallons, cubic yards and/or metric tons. You do not need to report an amount of sludge removed on a wet basis for all three provided units. Choose the best wet basis unit(s) that is applicable for your system and enter the quantity under the "reported value" column. However, **do not leave any blank fields** in the "reported value" column. For those fields which are not applicable, use "CODE M". (Code M = not applicable during sludge monitoring period.)
3. **Total amount of sludge removed (dry basis):** Report the total quantity of sludge removed for the month or year, as applicable, on a dry weight basis. This value is a conversion from the wet basis units and the total solids that are also reported on the WCR. Consistent with federal regulations please note the units are in **dry metric tons**. Divide english dry tons by 1.1 to convert english dry tons to metric dry tons. Typical conversions are as follows:

$$\text{■ Gallons to dry metric tons:} \quad \frac{\text{Gallons} \times \text{Percent Total Solids}}{26,400}$$

$$\text{■ Cubic yards (wet) to dry metric tons:} \quad \frac{\text{Cubic Yards} \times \text{Percent Total Solids}}{y \times 110}$$

where: y = 1.185 where solid content is 15% or less  
= 1.265 where solid content is 16% to 23%  
= 1.58 where solid content is 24% to 29%  
= 1.9 where solid content is 30% or greater

$$\text{■ Wet tons to dry metric tons:} \quad \frac{\text{Wet Tons} \times \text{Percent Total Solids}}{110}$$

4. **Total amount of sludge removed by management method:** There are several fields provided that require the reporting of the amount of sludge removed by management method (for example, "amount of sludge land applied") on a dry weight basis. Indicate for each field the amount of sludge managed by that method for the reporting period. The total for all these fields must equal the total amount reported as being removed as described under number 4

above. If sludge is transported out-of-state, note that there are now two possible options. Report either "sludge disposed out-of-state" or "amount sludge removed beneficial use out-of-state" for sludge that is transported out-of-state. Do not report the specific management method (for example, landfill) if sludge is transported out-of-state. However, **do not leave any blank fields** in the "reported value" column. For those fields which are not applicable, use "CODE M". (Code M = not applicable during sludge monitoring period.)

5. If another in-state POTW is used for sludge management services, report the amount removed by management method based on the management method used by the receiving POTW. To minimize double counting, POTWs that receive sludge are not to include customer sludge quantities in the amount removed to a management method on the WCR, unless the sludge is incorporated at the head end of the treatment works.
6. **Total solids:** Report the average of all grab samples collected for the total solids of sludge removed for the monitoring period.
7. **Amount sludge and/or septage received from off-site sources (monthly WCR only):** Report on a wet basis the total amount of sludge received from off-site sources for the month. Choose the most appropriate units as gallons, metric tons and/or cubic yards. However, **do not leave any blank fields** in the "reported value" column, for those fields which are not applicable, use "CODE M". (Code M = not applicable during sludge monitoring period.) This information should match what is being reported on the RTR.

**Instructions:** Specific requirements for completing the WCR to report the annual priority pollutants are outlined below.

1. The analytical result from the New Jersey Certified Laboratory for the indicated parameter must be entered in the "reported value" column. The units in the "units" column must be obeyed. Sometimes a laboratory may report results in ppb for organics (that is, ug/kg); however, the sludge WCR requests all results in ppm (that is, mg/kg). Please be sure to make all necessary conversions and report in the correct units.

The following codes may be used when completing a WCR to clarify the analytical data reported, the code is to be entered in the Remark Code column. Note that some of these codes have been changed from those used in the past on well reports, etc.

<b>Code = B</b>	Value reported is a microbiological count which exceeds the acceptable range of accuracy for the analytical procedure.
<b>Code = J</b>	Value reported is invalid because sample holding time has been exceeded.
<b>Code = K</b>	Value reported was detected but is less than the limit of detection of the analytical procedure.
<b>Code = L</b>	Actual value is known to be greater than value reported.
<b>Code = T</b>	Actual value is known to be less than the value reported. Use when results of analysis is non-detection with the limit of detection of the analytical procedure as the value reported.
<b>Code = U</b>	Parameter was analyzed for, but not detected. Report the method detection limit. For the coliform group of bacteria the value reported indicates no positive growth.

2. Do not leave any blanks in the "Reported Value" column. Where a discharge has occurred and some or all of the monitoring/analysis was not performed at a monitoring location, the following codes may be entered at the parameter level in place of the analytical results, in the reported value column on the WCR.

<b>Code = E</b>	Indicates situations of improper laboratory analysis, invalid measurement and/or test results. A statement should accompany such results from the laboratory and a copy must be sent to the appropriate enforcement bureau.
<b>Code = M</b>	Not Applicable During Sludge Monitoring Period
<b>Code = N</b>	Sample Not Required this Monitoring Period

3. Instructions for reporting monitoring results for 2,3,7,8 Tetrachlorodibenzo-p-dioxin (TCDD): At the present time, for the purposes of the annual sludge priority pollutant scan, the Division accepts the use of the screening procedure for TCDD. Please note that Method 8270 can be used for TCDD screening only and is not to be used for quantitation. Should TCDD be detected using method 8270, then method 1613 must be used to conclusively determine the pollutant's presence and its concentration level. If the monitoring results using method 8270 indicate that TCDD is not present in the sample, the permittee must report "CODE N" for TCDD in the "Reported Value" column of the WCR. Also, please note, that recently proposed amendments to federal regulations would require certain facilities to report "dioxins" using method 1613. Should these amendments become final, the reporting requirements for those facilities must be amended accordingly.



## Discharge Monitoring Report (DMR)

**Introduction:** The Discharge Monitoring Report (DMR) will be used for reporting several aspects of a sludge self-monitoring program. For SQAR reporting purposes, the DMR will continue to be used for reporting monthly, quarterly, semi-annual, and annual metals and nutrients for domestic treatment works. In addition, the DMR will now be used for reporting quality information from industrial treatment works. For sludge land application permits, the DMR will be used to report information on parameters that have limits. This includes information on metals, pathogen process parameters and vector attraction reduction process parameters. The DMR may also be used for other aspects of sludge permits on a case-by-case basis as determined by the project manager upon permit issuance.

**Instructions:** Specific requirements for completing certain aspects of the DMR are identified below:

1. Do not leave any blanks.

- Category 1 domestic treatment works, and category 6 or 10 industrial treatment works, are required to perform an annual quality analysis. If no sludge has been removed for the calendar year, check the box labeled "No Discharge this Monitoring Period" on the Monitoring Report Submittal Form. Only the Monitoring Report Submittal Form needs to be returned. No analysis is required from these facilities if no sludge is removed for the year. All other categories must report at the required frequency pursuant to SQAR, unless a reduction has been granted, in writing, from the Division.
- Where a discharge has occurred and some or all of the monitoring/analysis was not performed at a monitoring location, the following codes may be entered at the parameter level in place of all analytical results in the row for quantity, concentration, and loading blocks on the DMR:
  - Code = E** Indicates situations of improper laboratory analysis, invalid measurement and/or test results. A statement should accompany such results from the laboratory and a copy must be sent to the appropriate enforcement bureau.
  - Code = M** Not Applicable During Sludge Monitoring Period
  - Code = N** Sample Not Required this Monitoring Period
- Some sludge land application permits will allow the choice of salmonella or fecal coliform as part of pathogen reduction monitoring requirements. Unless an individual NJPDES permit requires otherwise, a facility will only be required to perform one of these analyses. For the parameter not chosen, use "CODE M" in the quantity or concentration measurement block on the DMR.
- NJPDES permits for the land application of sludge require the reporting of a maximum and a monthly average for certain parameters (for example, metals). However, usually only one analysis is required to be obtained by the permit per monitoring period. In such instances, where the permittee only has one analysis performed, the same result must be reported as the maximum and the monthly average. If the permittee performs more analyses than required, and some of those values are not detected, the Division requires not detected values to be assumed present at the minimum detection limit when calculating a monthly average for **sludge** monitoring purposes.
- Domestic treatment works required to report quarterly DMRs pursuant to SQAR have previously received their DMRs based on quarters coinciding with the effective dates of their respective NJPDES permits. Please note that the quarters on your respective DMRs are now based on calendar quarters. This may require some initial modifications to sampling schedules, but is believed to be more beneficial in the long-term.
- Industrial treatment works are now receiving pre-printed DMRs for the first time. In most instances, the Division recreated the DMRs based on the self-reports being submitted by each treatment works. The Division acknowledges that there may be differences of opinion with respect to the reporting responsibilities under SQAR. Therefore, each industrial treatment works is advised to carefully review the DMRs received, and the reporting requirements under the SQAR, and advise the Department of any requested changes.

If you have any questions on the sludge reporting forms, or need any additional assistance on the new reporting requirements, please do not hesitate to contact your case manager from the list below at (609) 633-3823.

Steve Boyer:	Cumberland, Somerset and Warren Counties
Patrick Brown:	All Industrial Treatment Works (including Public Water Treatment Systems)
Mark Davis:	Burlington and Gloucester Counties
Tim Douth:	Essex County
Frank Klapinski:	Hudson, Hunterdon, Ocean and Union Counties
James Lunski:	Middlesex, Monmouth and Sussex Counties
Anthony Pilawski:	Mercer County
Ruth Anne Rosenberg:	Camden, Cape May and Morris Counties
Alan Workman:	Atlantic, Bergen, Passaic, and Salem Counties

## Residuals Transfer Report - NJEMS Facility Identification Numbers

MANAGEMENT SITE: INCINERATION			
COUNTY	NJPDES PERMIT NUMBER	FACILITY NAME	NJEMS FACILITY ID NUMBER
Atlantic	NJ0024473	Atlantic County Utilities Authority	46088
Bergen	NJ0024813	Northwest Bergen County UA	46713
Gloucester	NJ0024686	Gloucester County Utilities Authority	46394
Mercer	NJ0031119	Stony Brook Regional SA	46948
Monmouth	NJ0024708	Bayshore Regional SA	46112
Morris	NJ0024970	Parsippany-Troy Hills	46753
Morris	NJ0029386	Two Bridges Sewerage Authority	46775
Passaic	NJ0028002	Township of Wayne - Mountainview	47069
Somerset	NJ0024864	Somerset Raritan Valley RSA	46908

MANAGEMENT SITE: LAND APPLICATION			
COUNTY	NJPDES PERMIT NUMBER	FACILITY NAME	NJEMS FACILITY ID NUMBER
Atlantic	NJ0104078	Tuckahoe Turf Farm	47508
Atlantic	NJ0104337	Buena Boro	47439
Burlington	NJ0050415	Pemberton Township MUA	46765
Burlington	NJ0057801	Honeysuckle Farms	46568
Burlington	NJ0082741	Burlington County Compost Facility	47205
Cape May	NJ0059986	Cape May County MUA	46177
Cape May	NJ0128597	Lower Township MUA	49298
Cumberland	NJ0025364	Landis Sewerage Authority	46537
Cumberland	NJ0109568	Cumberland County UA	47791
Middlesex	NJ0080713	Middlesex County Utilities Authority	46606
Morris	NJ0122840	Musconetcong	46474
Ocean	NJ0104299	Ocean County UA - FMD	46727
Salem	NJ0073806	Ash Lane Farms	46083
Sussex	NJ0053350	Sussex County MUA	46965
Warren	NJ0108596	Hydropress Env. Services	47738

OTHER: TRANSFER STATION/ OTHER MAJOR POTW RECEIVERS			
COUNTY	NJPDES PERMIT NUMBER	FACILITY NAME	NJEMS FACILITY ID NUMBER
Burlington	NJ0024015	Mount Holly MUA	46648
Essex	NJ0021016	Passaic Valley Sewerage Authority	46756
Hudson	NJ0079570	Spectraserv - Transfer Station	46926
Hunterdon	NJ0054585	Russell Reid Transfer Station	46863

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## Residuals Transfer Report - NJEMS Facility Identification Numbers

GENERATORS			
COUNTY	NJPDES PERMIT No.	FACILITY NAME	NJEMS FACILITY ID No.
Atlantic	NJ0025160	Hammonton STP	46421
Bergen	NJ0020028	Bergen County UA	46121
Bergen	NJ0020591	Edgewater MUA	46295
Bergen	NJ0024791	Ridgewood Village WPCF	46844
Burlington	NJ0021326	Medford Lakes STP	46591
Burlington	NJ0021610	Riverton STP	46852
Burlington	NJ0021709	Burlington Twp. Main STP	46158
Burlington	NJ0022519	Riverside STP	46851
Burlington	NJ0022985	Wrightstown STP	47101
Burlington	NJ0023361	Willingboro MUA	47089
Burlington	NJ0023507	Delran Sewerage Authority	46265
Burlington	NJ0023701	Florence Twp. STP	46351
Burlington	NJ0023736	Pinelands Wastewater Co.	46912
Burlington	NJ0024007	Cinnaminson SA	46208
Burlington	NJ0024031	Evesham - Elmwood STP	46311
Burlington	NJ0024040	Evesham - Woodstream	46312
Burlington	NJ0024449	Palmyra STP	46748
Burlington	NJ0024660	Burlington City STP	46156
Burlington	NJ0024678	Black's Creek STP (Bordentown)	46140
Burlington	NJ0024996	Moorestown STP	46637
Burlington	NJ0025178	Mount Laurel MUA	46649
Burlington	NJ0026832	Medford Twp. STP	46592
Burlington	NJ0027464	Hanover Mobile Village STP	46422
Burlington	NJ0027481	Beverly STP	46129
Burlington	NJ0028665	Mobile Estates of Southampton	46625
Burlington	NJ0029203	Kings Grant STP	46313
Burlington	NJ0031810	Fieldsboro WWTP	46343
Burlington	NJ0069167	Maple Shade STP	46579
Burlington	NJ0074284	McGuire AFB / Fort dix STP	47027
Camden	NJ0026182	Camden County MUA	46168
Camden	NJ0061760	Winslow Twp. STP	47091
Cape May	NJ0020371	Cape May Point Regional STP	46172
Cape May	NJ0035343	Cape May CMUA - Ocean City	46173
Cape May	NJ0052990	Cape May County MUA - 7 Mile/Middle	46175
Cape May	NJ0053007	Cape May CMUA - Wildwood/Lower	46176
Cumberland	NJ0029467	Millville STP	46612
Cumberland	NJ0072524	Fairview Manor MHP	47020
Cumberland	NJ0102849	Bayside State Prison	46113
Essex	NJ0020427	Caldwell STP	46165
Essex	NJ0024490	Verona STP	47050
Essex	NJ0024511	Livingston Twp. STP	46556
Essex	NJ0025330	Cedar Grove STP	46191
Gloucester	NJ0020532	Mullica Hill STP	46426
Gloucester	NJ0022021	Swedesboro STP	46967
Gloucester	NJ0027545	Logan Twp MUA	46557

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## Residuals Transfer Report - NJEMS Facility Identification Numbers

GENERATORS			
COUNTY	NJPDES PERMIT NUMBER	FACILITY NAME	NJEMS FACILITY ID NUMBER
Gloucester	NJ0030333	Greenwich Twp STP	46404
Hudson	NJ0025321	West New York MUA	47081
Hudson	NJ0026085	North Hudson SA - Hoboken	46440
Hudson	NJ0029084	North Bergen MUA - Woodcliff	46705
Hudson	NJ0034339	North Bergen MUA - Central	46859
Hunterdon	NJ0020389	Clinton WWTP	46220
Hunterdon	NJ0020915	Lambertville SA	46534
Hunterdon	NJ0021890	Milford Sewer Utility	46608
Hunterdon	NJ0022047	Raritan Twp STP	46827
Hunterdon	NJ0027561	Delaware Township MUA	46264
Hunterdon	NJ0029831	Frenchtown STP	46366
Hunterdon	NJ0098922	Readington Lebanon SA	46831
Mercer	NJ0020923	Trenton SA	47000
Mercer	NJ0022110	Educational testing Service STP	46296
Mercer	NJ0023787	East Windsor MUA	46289
Mercer	NJ0024759	Ewing-Lawrence SA	46314
Mercer	NJ0026301	Hamilton Twp. WPCF	46419
Mercer	NJ0029475	Hightstown WWTF	46439
Mercer	NJ0035301	Stony Brook RSA - Hopewell	46949
Mercer	NJ0035319	Stony Brook RSA - Pennington	46950
Middlesex	NJ0024104	United Water - Princeton Meadows	46800
Middlesex	NJ0024643	Rahway Valley SA	46820
Middlesex	NJ0031445	Firmenich	46345
Monmouth	NJ0020206	Allentown Sewage Treatment Plant	46034
Monmouth	NJ0022918	Roosevelt Boro STP	46858
Monmouth	NJ0023728	Western Monmouth UA - Pine Brook	47082
Monmouth	NJ0024520	Ocean Twp. SA	46728
Monmouth	NJ0024562	South Monmouth RSA	46910
Monmouth	NJ0024783	Long Branch SA	46559
Monmouth	NJ0024872	Neptune SA	46664
Monmouth	NJ0025241	Asbury Park STP	46081
Monmouth	NJ0025356	Middletown SA	46607
Monmouth	NJ0026735	Northeast Monmouth County RSA	46710
Morris	NJ0020290	Chatham Twp. Main STP	46199
Morris	NJ0021334	Mendham Borough STP	46594
Morris	NJ0022349	Rockaway Valley RSA	46854
Morris	NJ0022675	Roxbury Twp. - Ajax Terrace STP	46860
Morris	NJ0022683	Roxbury Twp. - Skyview STP	46861
Morris	NJ0023493	Washington Twp. MUA	47067
Morris	NJ0024465	Long Hill STP	46757
Morris	NJ0024902	Hanover SA	46423
Morris	NJ0024911	Morris Twp. - Butterworth STP	46642
Morris	NJ0024929	Morris Twp. Woodland	46643
Morris	NJ0024937	Madison Chatham Joint Mtg	46570
Morris	NJ0025496	Morristown WWTP	46645

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## Residuals Transfer Report - NJEMS Facility Identification Numbers

GENERATORS			
COUNTY	NJPDES PERMIT NUMBER	FACILITY NAME	NJEMS FACILITY ID NUMBER
Morris	NJ0025518	Florham Park STP	46352
Morris	NJ0026867	Jefferson Twp. White Rock STP	46495
Morris	NJ0052256	Chatham Glen STP	46104
N/A	N/A	Domestic Septage	
Ocean	NJ0026018	OCUA - South WPCF	46725
Ocean	NJ0028142	OCUA - North WPCF	46726
Ocean	NJ0029408	OCUA - Central WPCF	46727
Passaic	NJ0023698	Pompton Lakes MUA	46793
Passaic	NJ0026174	Crescent Park STP	47075
Passaic	NJ0027669	Awosting STP	47076
Passaic	NJ0027677	Olde Milford Estates	47077
Passaic	NJ0027685	Highview Acres STP	47078
Passaic	NJ0028541	Birch Hill STP	47079
Passaic	NJ0053759	Wanaque Valley RSA	47057
Salem	NJ0021598	Pennsville STP	46769
Salem	NJ0021601	Carney's Point STP	46181
Salem	NJ0022250	Woodstown STP	47099
Salem	NJ0024023	Penns Grove STP	46767
Salem	NJ0024856	Salem City STP	46867
Salem	NJ0050423	Hancock's Bridge STP	46560
Salem	NJ0099678	Harding Woods STP	46425
Somerset	NJ0020338	Fox Hollow STP	46146
Somerset	NJ0020354	Branchburg Neshanic Station STP	46147
Somerset	NJ0022489	Warren Twp. SA - Stage I & II	47063
Somerset	NJ0022497	Warren Twp. SA - Stage IV	47064
Somerset	NJ0022764	Valley Road SC - River Road STP	47042
Somerset	NJ0022772	Fieldhedge Drive STP	47043
Somerset	NJ0022845	Harrison Brook STP	46119
Somerset	NJ0026387	Bernardsville STP	46124
Somerset	NJ0026905	Warren Twp. SA - Stage II	46632
Somerset	NJ0033995	Environmental Disposal Corp	46308
Somerset	NJ0050369	Warren Twp. SA - Stage V	47065
Somerset	NJ0060038	Pike Brook STP	46634
Somerset	NJ0069523	Cherry Valley STP	46636
Sussex	NJ0020184	Newton WWTF	46681
Sussex	NJ0050580	Hampton Commons STP	46964
Union	NJ0024741	Joint Meeting of Essex & Union Co.	46512
Union	NJ0024953	Linden Roselle SA	46551
Union	NJ0027961	Berkeley Heights WPCF	46122
Warren	NJ0021113	Washington Borough STP	47066
Warren	NJ0021369	Hackettstown MUA	46415
Warren	NJ0024716	Phillipsburg STP	46785
Warren	NJ0035114	Belvidere WWTF	47059

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